

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

Fiscal Year 2000-2001 Grants

Playground Safety and Recycling Act Grant

**PROGRAM INFORMATION,
APPLICATION INSTRUCTIONS
and the
PLAYGROUND SAFETY AND RECYCLING ACT
GRANT APPLICATION**

**Available to California
Local Public Educational Agencies Only**

California Integrated Waste Management Board
8800 Cal Center Drive,
Sacramento, CA 95826

Grants Hotline: (916) 255-2577

May 2000

PLAYGROUND SAFETY AND RECYCLING ACT GRANT PROGRAM

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PLAYGROUND SAFETY AND RECYCLING ACT GRANT PROGRAM

Fiscal Year 2000-2001

I. GRANT SUMMARY

BACKGROUND

Assembly Bill 1055 (Villaraigosa) Chapter 712, Statutes of 1999 established the Playground Safety and Recycling Act Grant Program, to be administered by the California Integrated Waste Management Board (CIWMB). The matching grant program will provide grants to local public educational agencies for the purpose of improving or replacing playgrounds through the use of recycled-content materials.

- "Children" means individuals who are two (2) years of age through twelve (12) years of age.
- "Playground" means an improved outdoor area designed, equipped, and set aside for children's play that is not intended for use as an athletic playing field or athletic court, and includes in that area such facilities as play equipment, surfacing, fencing, signs, internal pathways, internal land forms, vegetation, and related structures
- "Recycled-Content Materials" means all materials, goods, and supplies, no less than fifty (50) percent of the total weight of which consists of secondary and post-consumer material with not less than ten (10) percent of its total weight consisting of post-consumer material. A recycled product shall include any product that could have been disposed of as solid waste having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of its form.
- "Post-Consumer Material" means any product generated by a business or a consumer which has served its intended end use, and which has been separated from solid waste for the purposes of collection, recycling, and disposal, and which does not include secondary waste material.

GRANT FUNDING

The Fiscal Year (FY) 1999-2000 State Budget provides \$2 million of Proposition 98 money to fund the Playground Safety and Recycling Act Grant Program. The maximum award is **\$25,000** per playground.

The CIWMB has allocated grant funds in the following manner: sixty (60) percent to projects submitted from southern California and forty (40) percent to projects submitted from northern California. The division of the State is based on the estimated population of each county in January 1999, provided by the Department of Finance (DOF). Southern California counties are defined as those counties including and below San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties above and including Monterey, Kings, Tulare, and Inyo.

The CIWMB reserves the right to fund individual phases of selected proposals, and may therefore fund an amount less than \$25,000. The CIWMB will award grants on a competitive basis using the criteria outlined in the application (see Section IV). If the number of qualified requests is greater than the funds available during the grant cycle or there is a large number with identical scores, a random number generated selection method may be implemented.

APPLICANT ELIGIBILITY

Because the initial funding for this grant is made available from Proposition 98 money, eligible applicants are limited to local public educational agencies that:

- Demonstrate the ability to provide a 50 percent match (of the grant), which may be reduced to a 25 percent match (of the grant), upon finding by the CIWMB that the 50 percent match requirement would impose an extreme financial hardship on the applicant. To be eligible for a 25 percent match, a school must have 85 percent or more of its student population eligible for the free or reduced school lunch program. A Justification Form for extreme financial hardship is included in the application.

Example of a project match:

Applicant requests \$25,000. The match must be equal to, or be greater than, \$12,500 unless the applicant can prove extreme financial hardship. If extreme financial hardship is proven then the match must be equal to or greater than \$6,250.

- Guarantee that 50 percent of grant funds will be used for the improvement or replacement of playground equipment or facilities through the use of recycled-content materials.
- Have an initial playground inspection conducted by a certified playground safety inspector, certified by the National Playground Safety Institute, to determine the need to satisfy the regulations set forth by the Department of Health Services. This inspection must have occurred after January 1, 1998. The applicant will provide verification of the playground inspection, which must be received in the CIWMB's office **by 3:00 p.m., Monday, August 7, 2000**. A verification form is included in the application. **There will be no extensions to the playground inspection verification form deadline.**

Provided that the applicant meets the above requirements, two or more local public agencies operating a playground as a joint venture, under an agreement, are eligible to apply for grant funding. The local educational agency must be the lead agency on the grant application. **Submit only one application per playground.**

ELIGIBLE PROJECTS

A project is eligible if it:

- (1) relates to a public playground that has been inspected by a certified playground safety inspector after January 1, 1998, and prior to submission of a grant request; and
- (2) addresses the upgrade, repair, refurbishing, installation, or replacement of public playground facilities which includes any play equipment, surfacing, fencing, signs, internal pathways, internal landforms, and related structures; and
- (3) uses fifty (50) percent of the grant funds that must be applied to the purchase and installation of recycled-content material.

Eligible projects include, but are not limited to: play equipment, surfacing, fencing, signs, internal pathways, internal landforms, vegetation, and related structures such as lighting, benches, or any other additions or improvements as deemed necessary by the applicant.

INELIGIBLE PROJECTS

An athletic playing field or athletic court is not eligible for these grant funds.

- "Athletic Playing Field" means an area in which a game or event is to be played or held, including basketball courts, soccer fields, football fields, baseball fields, tennis courts, field tracks, and racquetball courts. A playing field is not a playground.
- "Athletic Court" means an area that may be paved or unpaved which has lined boundaries in a playing field. An athletic court is not a playground.

ELIGIBLE COSTS

Eligible costs are expenditures incurred during the term of the grant, which directly relate to the implementation of the project as approved and described in the grantee's approved budget itemization. The CIWMB funded portion of the project must be used for recycled-content equipment, materials and installation costs.

INELIGIBLE COSTS

Any costs not directly related to the playground project are ineligible for grant funding. These include, but are not limited to, the following:

- The initial playground inspection conducted by a certified playground safety inspector;
- Costs currently covered by another CIWMB grant or contract;
- Purchasing or lease of land;
- Expenses incurred for meetings, workshops, training, events, food, or beverages;
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and other miscellaneous costs incurred during the project;
- Any personnel costs not directly related to salaries and/or benefits;
- Costs incurred prior to the effective date of the grant term.

QUESTIONS AND ANSWERS

To assist prospective grantees, the CIWMB has established a question-and-answer period for grant programs. If you have any program-specific questions after reviewing the application, you must submit them in writing to the CIWMB **by May 31, 2000**. The questions-and-answers will be compiled and mailed to those requesting applications and placed on the CIWMB's web site at <http://www.ciwmb.ca.gov/Playgrounds/>. Questions are to be mailed to the address below.

**California Integrated Waste Management Board
Playground Safety and Recycling Act Grant Program, MS #28
8800 Cal Center Drive,
Sacramento, CA 95826**

GRANT TERM

The term of the grant is from the time the grantee receives a Notice to Proceed (to be mailed November 2000) through April 30, 2002. All costs must be incurred during this term. The last payment request and final report are due by **April 30, 2002**.

PROGRAM MILESTONES

Date	Activity
May 2000 to June 30, 2000	Application Period
June 30, 2000 - by 3:00 p.m.	Application Deadline (no extensions allowed)
May 2000 to May 31, 2000	Question and Answer Period
July 2000 to August 2000	Review and Ranking of Applications
August 7, 2000 by 3:00 p.m.	Playground Inspection Verification and Resolution Deadline (no extensions allowed)
September 2000 (tentative)	CIWMB approves grants
October 2000 (tentative)	Grant agreements developed and signed
November 2000 (tentative)	Notice to Proceed mailed to Grantees
April 30, 2002	Close of grant term – Final report and final payment request due

II. GRANT APPLICATION PROCESS

The application process consists of submitting a Playground Safety and Recycling Act Grant Application, a Playground Inspection Verification Form, a signed Resolution and, if necessary and qualified, a Justification for Extreme Financial Hardship Form.

APPLICATION DEADLINES

The completed and signed Application must be received by 3:00 p.m. on June 30, 2000.

The Playground Inspection Verification Form and signed Resolutions must be received by 3:00 p.m. on August 7, 2000.

Postmarks, faxes, e-mails, and late deliveries will not be accepted. Late applications and missing or corrected information received after the deadlines will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that the CIWMB receives the application with all required information on time.

APPLICATION REVIEW

After the close of the application period, panels composed of CIWMB staff will review and score the grant applications. The applications will be evaluated based on the criteria described under Section IV, Grant Application. Based on the resulting scores, staff will rank the proposals and develop funding recommendations for the CIWMB's consideration during its monthly business meeting in September 2000 (tentative). All applicants will be notified of staff's recommendations by mail. Applicants selected for grant funding will receive instructions to initiate the grant agreement process.

AWARDING OF GRANTS

Projects will be funded in order of ranking with the highest ranked proposals having funding priority. Applicants must score 70 percent (63 points) of 90 points to be considered for funding. If the number of qualified requests is greater than the funds available during the grant cycle, a random number generated selection method may be implemented.

In the event the CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate any additional conditions or changes in the final grant agreement.

III. APPLICATION INSTRUCTIONS

Forms included in the application are self-explanatory and contain instructions. For the forms that do not contain instructions refer to the following instructions.

WORK STATEMENT (Criterion #2)

The Work Statement must list all tasks described in the narrative that are necessary to complete the proposed project. Each item in the Work Statement is detailed below:

Task Description - the activities conducted within a project. Each major Task Category should be listed and broken into subtasks. For example, if the proposed project involves the major task "Hiring a Contractor," the Work Statement might list the following subtasks: 1) preparation of a request for proposal or bid, 2) in-house review process, 3) proposal/bid sent to businesses, 4) preparation of contract, and 5) announce award of contract.

Budget - the funds necessary to complete the major tasks and subtasks. This information must match the Budget Itemization Form (criterion #5).

Product or Results - the finished product(s), milestone(s), or goal(s) of the task(s).

Staff or Contractor - the person who will be responsible for implementing the task(s).

Time Period - the projected beginning and ending date required to complete each task.

If additional space is needed, the work statement form may be reproduced as necessary.

BUDGET ITEMIZATION (Criterion #5)

Provide a thorough itemization of funds requested. Applicants are encouraged to indicate what items of the grant request should have funding priority if only a portion of the grant request can be funded. All items described in the narrative project description and Work Statement must be itemized for each task.

Clearly itemize all expenses described in the work statement and narrative to demonstrate that the budget is realistic for the work proposed and the project will be conducted in the most cost-effective manner. **Only reasonable costs that will be incurred during the grant agreement term are eligible for grant funding. Applicants should carefully check the accuracy of all budget itemization totals.**

Brief descriptions of the information needed to complete the Budget Itemization Form and narrative are as follows:

- **Personnel Services** - includes salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project.
- **Materials/Supplies** – Include costs of materials and/or supplies directly related to completion of the project.
- **Equipment** - Enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. Provide estimates whenever possible, if you do not know the exact dollar amount.
- **Services/Contracts** - Includes contracts with construction and engineering service and equipment manufacturers, or other project related services.
- **Other costs** - Costs not included in the above categories and not listed as ineligible costs.
- Describe cost savings e.g. volunteer labor, in-kind services, recycling options, etc.
- Budget items for miscellaneous, contingency or managerial costs are clearly described and kept to a minimum.

If the project has more than three (3) tasks, please reproduce the form and fill in the appropriate task numbers. The itemization on the Work Statement and the Budget Itemization Form must match.

SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS (Criterion #6)

Type of Grant - List current and previous CIWMB grants related to or similar to this grant that your agency has received in FY's 1997-98, 1998-99, and 1999-00.

- **Agreement Number** - List the agreement number of your current and previous grants.
- **Grant Award \$** - List the dollar amount your program was awarded. Do not list what you requested.
- **Brief Program Description** - Give a 1-2-sentence summary of each grant program(s).
- **Audit** - Has this grant ever been audited by the CIWMB or other funding agencies? If yes, give the date and auditing agency.

APPROVED RESOLUTION

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application for the Playground Safety and Recycling Act Grant identifying the title of the individual authorized to execute any agreements, contracts, and requests for payment. **If the resolution will follow the application, it must be so noted with an estimated date of submittal. Resolutions must be received by 3:00 p.m. on August 7, 2000.** Grant applications without resolutions will not be forwarded for award consideration.

Cooperative Projects - In addition to the resolution for the lead applicant as described above, applications for cooperative projects must also include one of the following:

- **Resolution** – a resolution from each of the other participating jurisdictions authorizing the **applicant**, which must be a local educational agency, to act on its behalf as both applicant and grant administrator or;
- **JPA Agreement** - a copy of a Joint Powers Authority (JPA) agreement and a letter from each jurisdictions manager/administrator authorizing the educational agency to act on behalf of the jurisdiction both as applicant and grant administrator; or
- **MOU** - a copy of a Memorandum of Understanding (MOU) specifically for this grant proposal from each jurisdiction authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and administrator.

Please select the authorized representative carefully because this will be the only person whose signature will be accepted by the CIWMB on the Grant Agreement and payment requests.

IV. GRANT APPLICATION

Playground Safety and Recycling Act Grant Program

ONE APPLICATION PER PLAYGROUND

Total Points: 90

**Applicants Must Score 70% (63 Points) of 90 Points To Be
Considered for Funding**

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PLAYGROUND SAFETY AND RECYCLING ACT GRANT PROGRAM APPLICATION COVER SHEET

APPLICANT INFORMATION		
Applicant:		
Mailing Address:		
City:	County:	Zip Code:
Primary Contact/Title:	E-mail address:	
Telephone Number:	Fax Number:	
Name and location of playground or school:		
Legislative District Numbers: Assembly:		Senate:
Federal Tax Identification Number:		
Applicant Type:(circle one)	Funding Information:	
School School District Joint venture between school district and other agency Other:	Grant Funds Requested	\$
	Matching Funds (at least 50% of grant requested or 25% [if qualified – see pg. 27])	\$
	Sum of grant plus match	\$

Project Summary (A concise summary: Who; What; When; Where; How, and; Why)

--

Certification: I declare, under penalty of perjury, that all information submitted for the CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge.

Applicant - Authorized Signature: _____ Date: _____

Type or print name and title: _____

Grant Applicant: _____

Name of Playground/School and Location: _____

**PROGRAM CRITERIA
NEED
(Criterion #1 – 25 points)**

Grant Proposal must clearly describe and demonstrate the local or statewide need for the project and the benefits and end products resulting from the project:

(4 points) Provide convincing reasons why the project should be funded:

(4 points) Address identified gap in service availability and current unmet need:

(4 points) Describe and document the problem:

Grant Applicant: _____

Name of Playground/School and Location: _____

(5 points) Support the existence of the problem with surveys, studies, etc:

(8 points) Describe health and safety threats or environmental concerns:

Projects will be assigned to one of the three following categories to establish funding priorities:

- Priority #1 – Projects that address primary health and safety issues, such as replacing unsafe play equipment or installing new surfaces.
- Priority #2 – Projects that address secondary safety issues, such as paths or sidewalks that are broken or do not meet standards or replacing lighting or fencing.
- Priority #3 – Projects that focus on enhancement, such as signage, benches or picnic tables, and vegetation.

Grant Applicant: _____

Name of Playground/School and Location: _____

**PROGRAM CRITERIA
OBJECTIVES
(Criterion #2 – 5 points)**

The work statement and grant narrative need to be sufficiently detailed to determine that the project meets certain criteria. Describe, in the sections below, how this criteria was determined:

(2 points) How was identified need described in the work statement and narrative determined? Describe specific and measurable goals and objectives for the project:

(2 points) How were specific and measurable goals and objectives determined?

(1 point) How was it determined that objectives can be achieved within indicated time frame?

Grant Applicant: _____

Name of Playground/School and Location: _____

PLAYGROUND SAFETY AND RECYCLING ACT GRANT
WORK STATEMENT
(Criterion #2)

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant	Match			

Grant Applicant: _____

Name of Playground/School and Location: _____

**PROGRAM CRITERIA
METHODOLOGY
(Criterion #3 – 5 points)**

Describe, by task, the activities to be undertaken to achieve the objectives:
(1 point) Describe why the proposed activities are the best way to address the identified need:
(1 point) Describe, in detail, how the objectives will be met with available time and resources:

Grant Applicant: _____

Name of Playground/School and Location: _____

(1 point) Identify staffing required to carry out the proposed project:

(1 point) Describe involvement of cooperating organizations:

(1 point) Present a specific plan for future funding (such as operations and maintenance costs):

Grant Applicant: _____

Name of Playground/School and Location: _____

**PROGRAM CRITERIA
EVALUATION
(Criterion #4 – 5 points)**

Describe methods to evaluate the success of the project and determine whether the objectives were accomplished:

(3 points) Outline the success of the project and how the objectives were met:

(1 point) Explain any statistical tests or questionnaires to be used (Describe Health and Safety factors to be measured such as number of injuries and how safety records are maintained):

Grant Applicant: _____

Name of Playground/School and Location: _____

(1 point) Describe any evaluation reports to be produced:

List who will be responsible for the evaluation:

Name _____ Phone Number _____

Name _____ Phone Number _____

Grant Applicant: _____

Name of Playground/School and Location: _____

PLAYGROUND SAFETY AND RECYCLING ACT GRANT PROGRAM

Budget Itemization – Criterion #5 - See page 6 for instructions.

Task #	Category	Expenditure Details	Grant Funds*	Match Funds	Total Funds
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
TOTAL GRANT FUNDS			\$		
TOTAL MATCH FUNDS				\$	
TOTAL PROJECT FUNDS					\$

* 50% of Grant funds must be expended on recycled-content materials or equipment

Grant Applicant: _____

Name of Playground/School and Location: _____

PROGRAM CRITERIA
COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.
(Criterion #6 – 10 points)

Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise and experience successfully managing grant programs to carry out the proposed project.

(4 Points)

Includes letters of support for the project (attach items)

(3 Points)

Addresses ability of the applicant to coordinate contracted activities. Describe experience with similar grants or contracted projects in the space below:

(3 Points)

Includes resumes, endorsements, references, etc. (attach items)

CHECK ONE BOX

Describes past grants received from the CIWMB and relationship to current proposal, such as playground cover grant (See next page).

OR

This agency has received no other playground related grants from the CIWMB

Grant Applicant: _____

Name of Playground/School and Location: _____

SUMMARY OF CURRENT AND PREVIOUS CIWMB GRANT AWARDS
(Criterion #6)

Type of Grant	Source of Grant	Agreement Number	Grant Award \$	Brief Program (1-2 Sentences)	Audit? (date/agency)

Grant Applicant: _____

Name of Playground/School and Location: _____

PROGRAM CRITERIA
Recycled Content Purchasing Policy
(Green Procurement)
Verification Form
(Criterion #7 - 5 points)

Definition: A policy of an agency specifically to purchase recycled-content products instead of non-recycled products whenever price, quality and availability are comparable.

(2 Points)

Green Procurement Policy Adopted: Yes
No

Date Policy was adopted: _____

(Stop here if you do not have a Green Procurement Policy.)

(2 Points)

Describe your Green Procurement Policy:

Check the boxes that correspond with the types of recycled products you have previously purchased:

- | | | |
|--|---|--|
| <input type="checkbox"/> Office paper supplies
<input type="checkbox"/> Shipping boxes
<input type="checkbox"/> Construction/building materials
<input type="checkbox"/> Re-tread tires | <input type="checkbox"/> Janitorial paper products
<input type="checkbox"/> Toner cartridges
<input type="checkbox"/> Floor coverings
<input type="checkbox"/> Compost/Mulch | <input type="checkbox"/> Others, please list

_____ |
|--|---|--|

(1 Point)

Evaluate your Green Procurement Policy. 1. What aspects have been successfully implemented?
2. What areas need improvement?

Grant Applicant: _____

Name of Playground/School and Location: _____

**Re-Refined Oil Purchasing Policy
Verification Form
(Criterion #8 - 5 Points)**

Definition: A policy of an agency specifically to purchase and use re-refined oil in agency vehicles and equipment.

(2 Points)

Re-Refined Oil Policy Adopted: Yes
No

Date Policy was adopted: _____

(Stop here if you do not have a Re-Refined Oil Policy.)

(2 Points)

Describe your agency's Re-Refined Oil Policy. List types of vehicles or equipment in your agency that use re-refined oil.

(1 Point)

Evaluate your agency's Re-Refined Oil Policy. 1. What aspects have been successfully implemented?
2. What areas need improvement?

INFORMATION IN THIS BOX IS VOLUNTARY BUT WILL BE REQUIRED IF YOU RECEIVE A GRANT

Describe what percentages of your supplies and equipment budget were spent on recycled products:

Describe what percentage of your total material purchased was comprised of recycled products:

Grant Applicant: _____

Name of Playground/School and Location: _____

**PROGRAM CRITERIA
(Criterion #9-11)**

**Recycling Program
(Criterion #9 - 5 Points)**

The degree to which a recycling program has been developed and implemented by the local educational agency. The degree to which the program mitigates or avoids adverse environmental effects.

Explain how the school at which the playground is located handles internal waste flows that are easily recycled, such as paper used in the classrooms, bottles, and cans. Also include, if applicable, other type programs such as composting food waste or using worm bins. Does the school integrate waste management and recycling issues into the curriculum? Are there practices involving reuse of materials, such as using the backs of paper for art projects? Please describe these programs.

**Age of Playground
(Criterion # 10 - 10 points)**

Applicant verifies that the playground was installed prior to January 1, 1990 (CHECK ONE BOX):

Playground installed prior to 1970. (10 Points)

Playground installed between and including 1970 and 1979 (7 Points)

Playground installed between and including 1980 and 1989 (5 Points)

Comments:

**Economic Need
(Criterion # 11 - 10 points)**

The following points are assigned based on the portion of the school's student body eligible for the free or reduced lunch program (CHECK ONE BOX):

Between and including 65% and 74% (5 Points)

Between and including 75% and 84% (7 Points)

85% and above (10 Points)

VERIFICATION OF PLAYGROUND INSPECTION

Form Due by 3:00 August 7, 2000

Health and Safety Code §§115725,115730 and 115735 (c) state that all public agencies operating playgrounds and all other entities operating playgrounds open to the public shall have a playground safety inspector, certified by the National Playground Safety Institute, conduct an initial inspection for the purpose of aiding compliance for upgrades and improvements specified in this section and in the Playground Safety and Recycling Act.

To be eligible for this grant, this inspection has to have occurred after January 1, 1998. If your playground inspection has already been conducted, complete this form and mail it with your application. If not, this form **MUST** be completed and received by the CIWMB by 3:00 p.m. August 7, 2000.

Date the playground was inspected: _____

Name of playground inspector: _____

Mailing address of playground inspector: _____

Telephone of playground inspector: _____

Print name of person
authorized to sign contract: _____ Title: _____

Signature: _____ Date: _____

(By signing this form, I certify that this playground was inspected by a certified playground inspector, as specified in the Health and Safety Code.)

Sample Resolution

RESOLUTION

Due by 3:00 August 7, 2000

WHEREAS, the people of the State of California have enacted Assembly Bill 1055 to establish the Playground Safety and Recycling Act Grant Program, to upgrade playgrounds to meet new state safety standards using recycled-content materials; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, businesses and non-profit organizations under the program; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the _____ (*Title of Governing Body*) authorizes the submittal of an application to the California Integrated Waste Management Board for a 00/01 Playground Safety and Recycling Act Grant. The _____ (*Title of Official*) of the _____ (*Name of Jurisdiction*) is hereby authorized and empowered to execute in the name of the _____ (*Name of Jurisdiction*) all necessary applications, contracts, agreements, amendments and payment requests hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (*Title of Governing Body*) this _____ day of _____, _____. Effective _____, _____.

ATTEST:

Signed: _____ Date: _____
(Name and Title of Official Authorized to Sign)

* The wording in this paragraph is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Joint Agreement: NOW, THEREFORE, BE IT RESOLVED that the _____ XXX XXXX authorizes the submittal of a regional application on behalf of XXXXX of _____, _____, _____, _____ and _____ to the California Integrated Waste Management Board for a Playground Safety and Recycling Act Grant. The XXXXXXXXXX of _____, or their designee, is hereby authorized and empowered to execute in the name of the above named XXXXX all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the XXXX of _____ authorizes the XXXX of _____ to submit to the California Integrated Waste Management Board a regional application for the Playground Safety and Recycling Act Grant on its behalf. The XXX of _____ is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application

JUSTIFICATION FOR EXTREME FINANCIAL HARDSHIP

**This Form Only Needs To Be Completed If You Are Applying For
Extreme Financial Hardship Status**

To be eligible for the financial hardship status your school must have eighty five (85) percent or more of it's student population eligible for the free or reduced school lunch program

Name of Applicant:

Please describe below your justification for the extreme financial hardship status and attach documentation to the back of this form.

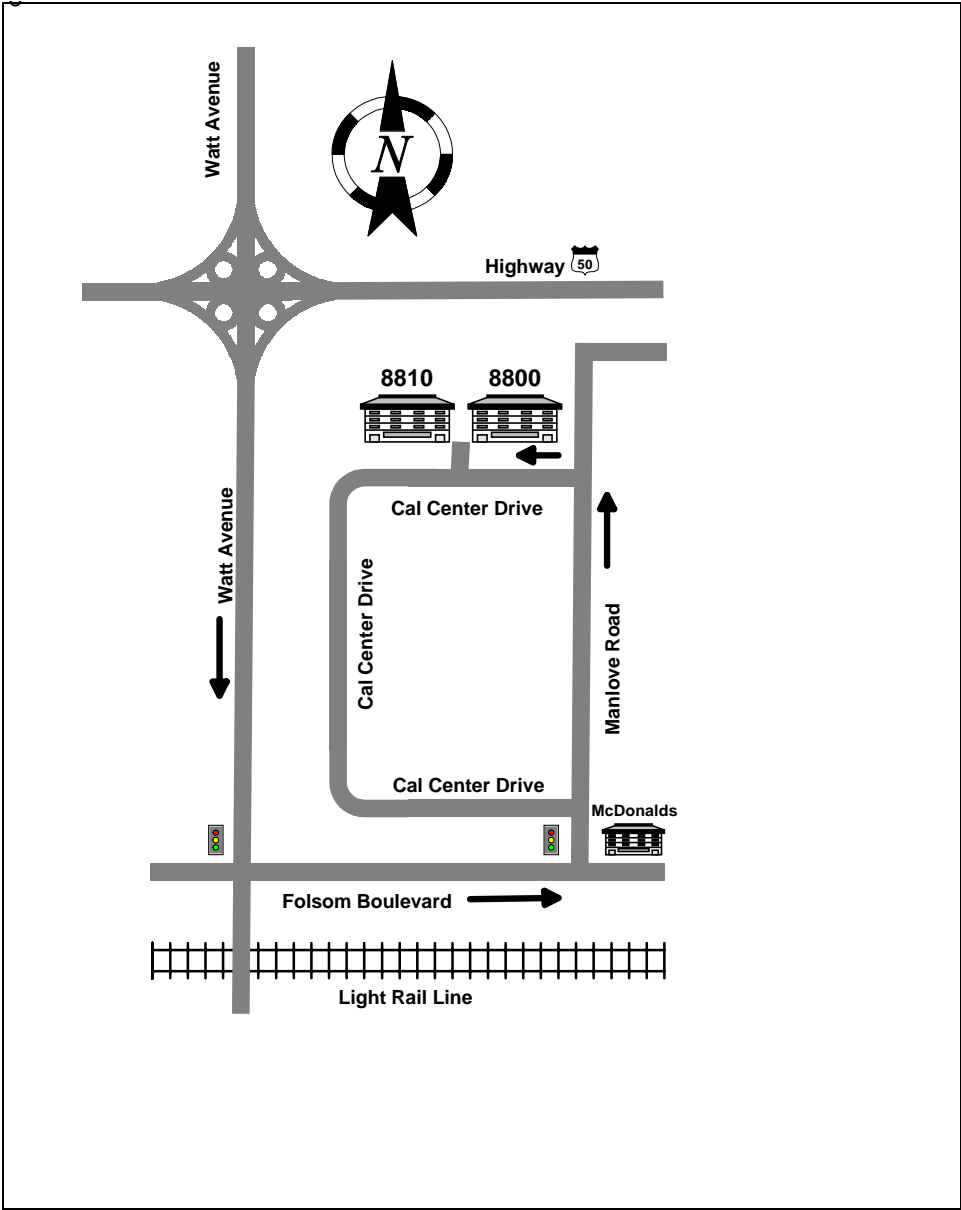
V. APPLICATION SUBMITTAL

Applicants must submit an **original and three copies** of the application to the address below by **3:00 p.m., Friday, June 30, 2000.** They must be printed on recycled-content paper, double sided and stapled in the upper left-hand corner. Applications received after this date and time (regardless of whether it was hand delivered, sent by overnight mail or regular mail) will be returned to the applicant and will not be considered for grant funding. **Postmarks, e-mails, fax, and late deliveries will not be accepted.** It is the applicant's responsibility to ensure that the application is received on time at the CIWMB. Please submit application to:

**California Integrated Waste Management Board
Financial Assistance Branch
Grants Administration Unit - MS #14
8800 Cal Center Drive
Sacramento, CA 95826**

Attention: Kelley Tyack

CIWMB LOCATION MAP



VI. GRANT ADMINISTRATION

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for the actual costs directly related to the implementation of the project as approved. Payment will be made only for costs described in the applicants approved Budget Itemization. All payment requests must be prepared as described in the Procedures and Requirements section of the Grant Agreement and include an itemization with documentation of claimed expenses (e.g., receipts, invoices, etc.).

AUDIT REQUIREMENTS

The grantee agrees that the CIWMB, the State Controller's Office, the Bureau of State Audits, and the Department of Finance or their designated representatives, for the purposes of reviewing and conducting audit(s), shall have an absolute right of access to review and copy all of the grantee's records pertaining to the Grant Agreement, including, but not limited to the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right to the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. These records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request for the indicated reviews and/or audits. Such records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.